

LAW ENFORCEMENT ACADEMY

RECRUIT REPORT WRITING MANUAL

REGULATION

NAME: WRITTEN WORK

PURPOSE: TO REGULATE WRITTEN WORK TURNED INTO THE

ACADEMY STAFF OR TO LOCAL LAW ENFORCEMENT

EFFECTIVE

DATE: AUGUST 2, 1998 (Revised May 22, 2015)

14.01 GENERAL:

This regulation applies to all Academy written work turned into Academy staff or to local law enforcement agencies.

14.02 WRITTEN WORK:

- A. All written work submitted by Recruits will be in the Academy report format and PRINTED IN BLACK INK. All reports, memorandums and written messages to Academy staff shall be in the proper memorandum format.
- B. All notebook work and memorandums submitted to instructors or Academy staff shall be on approved academy forms.
- C. Multiple page memorandums will be stapled in the top left hand corner and numbered at the upper right center.
- D. All written work will be written in UPPER CASE BLOCK PRINT. Typed or cursive written work will not be accepted unless otherwise directed.
- E. Pencil may be used only for drawing diagrams such as crime scenes or accident scenes.
- F. All written work will be neat, clean with no spelling or grammatical errors. The use of correction fluid e.g. "White Out," cross-outs, write-over and generally sloppy work will not be accepted.
- G. Recruits will write in the box provided on each form their last name e.g. "Recruit Jones", followed by their Recruit identification number. The Recruit identification number will consist of the Academy Class number and their individual identification number e.g. 114-10 (114 = class number, 10 = individual Recruit identification number).
- H. Each report shall have a unique case number in the upper right corner. The report case number shall consist of the Class number Recruit ID number Year –

- Sequential number. For example 18-114-23-24 would indicate year 2018, Class 114, written by Recruit #23 and it was 24th report written by Recruit 23.
- I. All written work submitted by Academy Recruits that does not meet the requirements listed in sections A through G will be returned to the Recruit for rewrite. All rewrites are due the next Academy day, if the rewrite memorandum is returned on a Thursday, the new memorandum is due on the following Monday. The rewritten memorandum is to be placed on top of the memorandum that was originally returned for rewrite and stapled in the top left hand corner.
- J. See attached written memorandum exemplar and block lettering style for the proper Allan Hancock College Law Enforcement Academy memorandum format. (Appendix 14a)
- K. When a Recruit is assigned a memorandum by a RTO or Academy Staff member the Recruit will:
 - 1. Turn in the assigned memorandum next day to their respective squad leader for review and approval.
 - 2. After reviewing and approving the Recruit's memorandum, the Squad Leader will write their Recruit identification number and their Squad number in the box "reviewed by" of the memorandum: e.g. "114-11", Squad Leader #1
 - 3. If the Squad Leader discovers an error such as a missing or misspelled word after reviewing a Recruit's memorandum, the Squad Leader will circle the error in black ink and turn the memorandum in with the morning paperwork to the RTO. The RTO will review the memorandum and return the memorandum to the original Recruit for a rewrite.
 - 4. When a memorandum is returned to a Recruit for rewrite, the Recruit will rewrite the memorandum incorporating the corrections and then staple the corrected memorandum on top of the original memorandum that was returned for rewrite. The corrected memorandum will be turned in the next day.
 - a. If a Squad Leader or Guidon are assigned a memorandum they will turn in their memorandum the next day to the Class Sergeant for review and approval. The Class Sergeant will follow the same procedure for reviewing or returning memorandums for rewrite.
 - b. If the Class Sergeant is assigned a memorandum, the Class Sergeant will turn their memorandum directly into the TAC for approval.
- L. Recruits shall refer to the Recruit Report Writing Manual for examples and sample report forms.

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Date:

Approved by:

Date:

Prepared by:

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	Arrest
Ш	Offense 🔲 Follow-up
	Incident
	Memorandum



Case #		
Reviewed by:		

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Arrest Offense Follow-up Incident	
Memorandum	Law



Case #		
Reviewed by:		

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Prepared by:	Date:	Approved by:	 Date:

	Arrest	
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Reviewed by:

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☐ Arrest ☐ Offense ☐ Follow-up ☐ Incident	ALLAN HANCOCK COLLEGE Law Enforcement Academy				Case # 108-23-15-46 Reviewed by:		
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Prepared by: RECRUIT MANNY QUINN	1022 05-11-15	Approved by:			Da	ate:	

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Arrest			ALLAN				ase #	E /// A	
Offense		HANCOCK (08-07-15-46) Reviewed by:					5-40		
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RECRUIT MANNY QUIN									

	Arrest
	Offense Follow-up
	Incident
X	Memorandum



Case # 108-03-15-53 Reviewed by: 108-18

Occurred: Day/Date/Time

Description:

Code Section:

Reported: Day/Date/Time Location of Occurrence						
W: Witness						
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Towed ?						
HOURS.						

SENIOR DEPUTY LANGEHENNIG SAW THAT MY TIE BAR WAS DIRTY, I WAS, THEREFORE, ASSIGNED A MEMORANDUM ON THE SUBJECT OF UNIFORM APPEARANCE.

UNIFORM APPEARANCE IS AN EXTREMELY IMPORTANT PART OF LAW ENFORCEMENT, POLICE OFFICERS ARE REQUIRED WHENEVER THEY ARE ON DUTY, KEEPING THEIR ACT PROFFSSIONAL UNIFORMS NEAT AND CLEAN IS A NECESSARY PART OF LOOKING PROFES-SIONAL IN THE EYES OF THE COMMUNITY. A CLEAN UNIFORM ALSO SHOWS THAT THE OFFICER CARES ABOUT HIS JOB.

EXAMPLE: AN OFFICER SHOWS UP TO A CALL WITH HIS UNIFORM SHIRT UNTUCKED AND HIS BOOTS ARE DIRTY. HIS APPEARANCE DOES HELP HIM ESTABLISH COMMAND PRESENCE. THE FACT THE OFFICER DOES NOT CARE ABOUT HIS APPEARANCE, SHOWS A LACK OF DISCIPLINE.

SOURCE: SELF

RECRUET MANNY QUINN 1077 105-11-7015 Approved by:

Date:

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☐ Offense			HANCO	CK	· į			<u>-21-1</u>	5-44
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Approved by:

Date:

Prepared by:
RELRUIT MRNNY QUINN 05-11-2015

	Arrest	
	Offense	
	Incident	
X	Memorandum	



Case # 108-03-15-30

Reviewed by:

Occurred: D	ay/Date/Time
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TUESDAY/03-31-15°0/ 1730 Reported: Day/Date/Time Location of Occurrence

DEDICATION

Code Section:

LOMPOC 93436
I: Involved P: Parent W: Witness
Sex DOB
State
Zip Phone #
Zip Phone#
License # State Towed ?
Zip Phone#

Narrative: ON TUESDAY, MARCH 31, 2015. AT ROUGHLY 1730 HOURS. DEPUTY LANGEHENNIG TOLD THE CLASS WRITE WERE, THEREFORE, ASSIGNED MEMORANDUM ON DEDICATION. WE MEMORANDUM ON THE SUBJECT.

DEDICATION IS MAKING THE NECESSARY SACRIFICES IN TO ACHIEVE A GOAL. AS RECRUI SHOW DE DICAT ON AND AND OUR CARFFRS START

SHOWS EXAMPLE: A RECRUIT DEDICATION BY TRYING HIS ACADEMY, AND NOT ONLY BENEFIT ALSO CLASS

SOURCE: SELF

Prepared by: RECRUIT CARSON 108-03

Date: 03-31-2015 Approved by:

Date:

:	Arrest	
	Offense	
	Incident	
X	Memorandum	

SOURCE: SELF

RECRUIT GRAY 108-06

Prepared by:



108-06-15-34 Reviewed by: 102-77

Date:

Description: Code Section: LEADERSHIP TUESDAY/03-31-2015/1730 Location of Occurrence Reported: Day/Date/Time GRINDER DC: Discovered Crime I: Involved P: Parent W: Witness **RP: Reporting Party** Codes: V: Victim S: Suspect DOB Code Name: Last, first, middle (Business Name) Sex I SENIOR DEPUTY LANGEHENNIG Weight Height City State Phone # Address Work Address (School if Juvenile) Phone# SANTA BARBARA SHERTFF'S Towed ? Vehicle Year State Color Style License # Narrative: ON TUESDAY, MARCH 31, 2015 AT APPROXIMATELY 1730 HOURS, OUR CLASS WAS ASSIGNED A MEMORANDUM ON LEADERSHIP BY SENTOR DEPUTY LANGEHENNIG. LEADERSHIP IS IMPORTANT BECAUSE IT IS BETTER TO BE LEADER THAN A FOLLOWER. LEADERSHIP IS ESPECIALLY IMPORTANT IN LAW ENFORCEMENT BECAUSE YOU HAVE TO BE A LEADER IN ORDER TO ENFORCE THE LAW. LEADERSHIP IS ALSO IMPORTANT IN EVERYDAY LIFE BECAUSE AS A GOOD LEADER YOU DO NOT GIVE INTO THE TEMP-TATIONS OF WHAT OTHERS ARE DOING YOU ARE ABLE TO KEEP YOUR MORAL AND ETHICAL STANDARDS AND JUST HAVE OTHERS WANT TO FOLLOW YOU. LEADERSHIP IS EQUALLY IMPORTANT IN THE LAW ENFORCEMENT ACAD-EMY, BECAUSE AT THE ACADEMY IS WHERE YOU LEARN LEADERSHIP SKILLS AND NEED TO BE ABLE TO PERFORM THEM. WITHOUT LEADERSHIP THERE WOULD BE NO STRUCTURE AND ONLY CHAOS, LEADERSHIP IS IMPOR-TANT IN ALL ASPECTS OF LIFE: WORK SCHOOL, AND GOVERNMENT. EXAMPLE: DEPUTY SAM WAS A GOOD LEADER BECAUSE HE LEAD BY EXAMPLE.

Approved by:

03-31-2015

Occurred:	Arrest Offense Incident Memorandu] Follow-u		Law I	CO Enforcen	LLi		den		1 R	ase # 08-22-1 eviewed by	Code Section:	
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Reported:	Day/Date/Time		Location of Occ	urrence									
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Narrative:

Vehicle Year

On Friday, March 27, 2015, at approximately 0800 hour, Class 108 was engaged in a discussion regarding Penal Codes 25100 AND 25110 - Criminal Storage of a Firearm. We were, subsequently, assigned a memorandum on the subject.

Color

Style

License #

State

Towed ?

Model

California Penal Code 25100 outlines the different degrees of Criminal Storage of a Firearm, and California Penal Code 25110 outlines the penalties for these offenses.

First Degree Criminal Storage of a Firearm is: Storing a firearm in a manner in which a child easily gains access to it, and the child uses it unlawfully causing great bodily injury or death.

Second Degree Criminal Storage of a Firearm is: Storing a firearm in a manner in which a child gains access to it, and the child uses it causing other than great bodily injury or death.

Example of First Degree: A 12 year old finds a gun, and while looking down the barrel to see if it is loaded the gun accidentally goes off killing him instantly. The child readily gained access to an unlocked firearm and caused death. This is criminal storage of a firearm by the owner of the weapon.

Example of Second Degree: A 15 year old finds a weapon belonging to his Mother's boyfriend and takes it to school to show it off to some of his friends. Then he decides to brandish it to the school bully to scare him. Since the child readily gained access to an unlocked firearm and has committed a crime with it other than great bodily injury or death, the owner is liable for criminal storage of a firearm in the second degree.

Example of Third Degree: A child finds an unattended, loaded firearm, but commits no criminal action. The mere negligence of the gun owner in allowing this to happen meets the requirements of criminal storage of a firearm in the Third Degree.

Prepared by: Date	e:	Approved by:	Date:
RECRUIT STIREMAN 03/3	/31/2015		

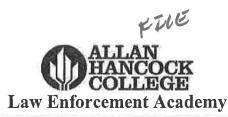


Arrest



Case # 11-05-16-71	
Reviewed by:	
1/1-17	

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☐ Incident				Law Enforcement Academy					Reviewed by:				
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SANTA BA	HRBAR	A SHER	IFF	City			State	Zip	Phone #				
Work Address (Scho	ool if Juvenil	le)		City			State	Zip	Phone#				
Vehicle Year M	lake		Model		Color	Style		License #		State To	owed ?		
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Case #	
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Reviewed by:	
111-74	
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	Arrest	
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	Incident	
X	Memorandum	
Occurre	d: Day/Date/Time	

☐ Incident ☑ Memorandum	Law Enfor	COLLECT COLLECT A		F	Reviewed by:	1	
Occurred: Day/Date/Time	Description:			TO ADD	Code Se		
TVE 61-26-16 1138 TO Reported: Day/Date/Time	Location of Occurrence	REASONAT	ole fukle	: IU AKK	k511 K.L.	8350	
	GRINDER	V 1 V 2 V		E 40 10 10	TOTAL NAME OF STREET		PAR VICE NAME
Codes: V: Victim S: Suspect		RP: Reporti	ng Party Race	I: Involved	P: Par	ent W	V: Witness
I SENIOR DEPUTY	LANGEHENNIG		Nacc	Jen			
Height Weight	Eyes Hair	DL	#				State
Address	City		State	Zip	Phone #		
Work Address (School if Juvenile)	City		State	Zip	Phone#		
SANTA BARBARA SHER	Model	Color	Style	License #		State	Towed ?
The state of the s					11.37	2),	
Narrative: ON TUES	DAY, JULY 26, 20	16, AT APP	ROXIMA	ATELY I	138 HOU	RS, SE	NIOR
DEPUTY LANGEHENNI	G ASSIGNED CLAY	55 III A M	IEMORAI	MUDU	ON CA	LIFOR	RINIA
PENAL CODE 835a.	¥						
	9						
THE CALL	<u>FORNIA PENAL CI</u>	ODE STATE	SINP	ENAL C	ODE 83	35a T	TAH
ANY PEACE OFFICER I	<u>WHO HAS REASON</u>	ABLE CAV	SE TO B	ELIEVE	T TAHT	HE PEI	<u> 750N</u>
TO BE ARRESTED HAS	COMMITTED A	PUBLIC (OFFENSE	MAY		<u> 450N/</u>	
FORCE TO EFFECT THE			APE OR		RCOME	KŁ515	TANCE.
	IS CHASTNG A		THE OF	FICER	CAN.	<u> </u>	.FY
	FORCE TO PERFO		ARREST.		SUSPEC		
COMBATIVE, OFFICE			IASEK, B	AIUN. C	K YEYY		
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CALIFORNIA YENAL	CODE 835a BECA		IN OFF I	LK 15	EVEK Q	<u> 1517</u>	ONED
ON WHY THEY USEL) FORCE FOR THE		, IHLY C	AN SA	Y IHAI	1 Ht Y	ARE
ALLOWED TO UNDEK	CALIFORNIA P	ENAL CO	DE 835a	١.	3 /		
EXAMPLE:	TF AT ANY TIN	NE THE FO	IRCE BEC	^^\S	INNERAS	CANIAR	RIE
	BE IN VIOLATI			PEPARTI		POLI	
THE OHTEEN WINE	Dr TIA ATACULT	LUIN DI	IIIL LIX L	LIMINI	VILIUI	IULL	<u> </u>
SOURCE: (CALIFORNIA PE	NAL CODE	BOOK	PAGE N	JUMBER	320	1
RECRUIT RODRIGUEZ 1	111-25 07-27-1		proved by:	92		Date:	



]]]	Arrest Offense Follow-up Incident Memorandum	ALLAN HANCOCK COLLEGE Law Enforcement Acade
<u> </u>	Memorandum	Law Emforcement Acad

SOURCE: SELF

RECRUIT PONCE 111-20

Case # 111 - 20 - 16 - 18
Reviewed by:

Date:

□ o	rest ffense – cident	Follow-up			ANCOC OLLEGI	K E		Review	111 · 20 ·	-16-18	
⊠ M	emorandu	ım		Law Enforc		ade	my	11	1-24		
Occurred: Day WED/07	-27-16/173	то			GENCY VE	HI	CLE OF	PERATIO		Section:	
Reported: Day	r/Date/Time		Location of Occ		NDER						
	V: Victim	S: Suspect		scovered Crime	RP: Reporting	_		: Involved	P: Par	ent W	: Witness
I S	ENIOR	DEPUT	YLAN	GEHENNIG		Race		Sex	БОВ		
Height	Weight	Eyes	Hair	DL#	State		SSN#				
Address		4 = - 4		City	* =		State	Zip	Phone #		
Work Address	(School if Juveni BARBA	ile) IRA SHER	RIFF'S	City			State	Zip	Phone#		
Vehicle Year	Make		Model		Color	Style	e	License #		State	Towed ?
Narra	tive: ()	N WEDN	ESDAY,	JULY 27,2	OIL AT A	ROU	ND 1	131 HOL	JRS, SE	NIOR	DEP-
UTY L	ANGEHE	ENNIG	ASSIG	NED CLASS	111 A M	E M	ORANI	DUM DI	N A TO	PIC	WE
LEARI	NED TH	AT DAY									
	Wŀ	HILE ON	THE G	RINDER, SI	ENIOR DI	EPU	TYL	ANGEHI	ENNI G	ASST (NED
CLASS	III A N	<u>MEMORI</u>	MUGNA	ON SOMET	HING TH	EY	LEAR	NED TH	HROUGH	TUUL T	THE
DAY. V	VHILE	ON THE	ECON	IMENTARY	PART OF	THI	EEM	ERGEN	CY VE	HICLE	E OPER-
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DIRE	CTLY N	EXT TO	ANOTH	ER CAR AT	ATRAFF	IC	LIGI	HT. IT.	NA 2I	OFFIC	ER
SAFET	Y ISSU	JE, THE	OFFIC	ER SHOULD	PARK BE	TV	VEEN	THEBL	DDY OF	THE OT	HER
LAR											
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FOR E	VERY I	OFFICE	R								
	EXAI	MPLE:	IFAN	OFFICER PA	IRKS NEX	T	TO A	CAR AT	ANIN	TERSE	CTION
THE DI	RIVERL	OF THE C	OTHER (CAR CAN EA	ISILY PU	LL	A VVE	EAPON A	AND HU	RT THE	OFFI-
CER											

Approved by:







Occurred:	Day/Date/Time
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Reported: Day/Date/Time

MON/07-25-16/0826TO

Description:

Location of Occurrence

POSITION OF ATTENTION

Code Section:

		(IRINI	DER							
Codes:	V: Victir	n S: Suspect	DC: Disc	overed C	rime RP: Re	eporting Pa	arty	I: Involved	P: Paren	t V	V: Witness
Code	Name: Last, fir	st, middle (Business Nam	ie)			Race		Sex	DOB		
I	SENI	OR DEPUTY	LAN	GEHE	NNIG						
Height		Weight	Eyes	1	Hair	DL#					State
Address				City			State	Zip	Phone #		
Work Addr	ess (School if J	uvenile)		City			State	Zīp	Phone#		
SANT	A BARB	ARA SHERI	FF'S								rie .
Vehicle Ye	ar Make		Model		Color	Style		License #	Si	ate	Towed ?
	1		1						1		

Narrative: ON MONDAY, JULY 25, 2016, AT APPROXIMATELY 0826 HOURS, I WAS ASSIGNED A MEMORANDUM BY SENTION DEPUTY LANGEHENNIG FOR IMPROPERLY EXECUTING THE POSITION OF ATTENTION.

DURING OPEN RANKS INSPECTION ON THE GRIND-ER, I WAS APPROACHED BY SENIOR DEPUTY LANGEHENNIG. UPON COMPLETION OF HIS INSPECTION, HE INDICATED THAT THE HEELS OF MY BOOTS WERE NOT IN CONTACT WITH ONE ANOTHER.

THE POSITION OF ATTENTION REQUIRES THAT A RECRUIT FORM A 45 DEGREE ANGLE WITH HIS BOOTS, TOES POINTED OUTWARD, WITH HEELS IN CONTACT.

EXAMPLE BEHAVIOR: AT EVERY POINT DURING

DRILL AND CEREMONY, RECRUIT PARSONS ASSESSED HIS POSITIONING TO ENSURE PRESENTABILITY.

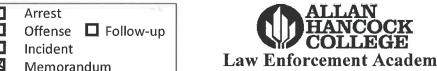
SOURCE: SELECTIONS FROM MILITARY DOCTRINE

Prepared by: RECRUIT PARSONS 111-18 Date: 07-27-16

Approved by:

Date:





Case # 111 - (1)8-16-17

🔲 Offense 🚨 Follow-up			HANCOCK			111				
	cident emorandu	Law Enforcement			OLLEGE ement Aca					
Occurred: Day,				Description:			N /	Code S	ection:	
Reported: Day			Location of Occ		ITIUTI	ME LA	/ V			
			GRINE	ER	E	(+				
	V: Victim	S: Suspect		scovered Crime	RP: Reporting	Party	: Involved	P: Par	ent W	: Witness
I SE	ENIOR	DEPL		ANGEHENN	JIG	Nace	Jex	БОБ		
Height	Weight	Eyes	Hair	DL#	State	SSN#				
Address		d. d.		City		State	Zip	Phone #		
	(School if Juveni	•	516	City		State	Zip	Phone#		
		SHERIF			Calar	Style	License #	ļ	State	Towed ?
Vehicle Year	Make		Model		Color	Style	License #		State	Towed r
Narrat	tive: ()	N WE	DNES	DAY, JUL	Y 27, 20	DIG, AT	APPR	MIXO	ATELY	1250
HOURS	SISEN	IOR DI	EPUTY	LANGEHE	NNIG AS	SIGNED	A CLA	N 221	EMORA	NDUM
ON SP	IRIT	OF THE	LAW	BECAUSE	WE DID	NOT	KNOW	ITI	DURI	VG
RECITA	NOIT	ROUNE) UP.							
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APPLIE	DIN	ACCOR	DANCE	HTIW	IE INTEN	IT OF T	HE LE	GI.SLA	TURE	THE
PROM	NOLTC	OF FAI	RNESS	ZUT DNA Z	TICE , AN	D NOT	SOLEI	Y IN	LITE	RAL
COMPLIANCE WITH THE WORDS OF THE STATUTE!										
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	EX	AMPLE	: OFFI	CER SMIT	H NOTIC	EDAL	ITTLE	SIRL,	WHO	WAS
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TERMS	SINT	HE CALI	FORN]	IA VEHICLE	CODE , H	OWEVE	R, USE	D SP	IRIT	OF
THE LAY	M AND	DID	JOT G.	EVE THEM	A TICK	ET BEI	PAUSE	OF TH	HEIR	IN-
TENT.										
			F 1					ž:		
	501	JRCE: LE	ARNIA	NG DOMAIN	V 05 ANI) SELF				
				VI						
Prepared by:	ET DE L	ANEY I	80-11	07-27-16	Approved by:				Date:	





Case #	
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111-71 -11-1	
111-70-10-17	
	_
Reviewed by:	
1121121121121	
114 (7.1	
114.77.1	

Offense Follow-up		IANCOCE OLLEGE	ζ.		-26-1	6-11			
☐ Incident				Review					
Memorandum	Law Enforce	ement Aca	demy	1 11	1-71				
Occurred: Day/Date/Time	Description				Code Si	ection:			
WED 07-27-161250° SPIRIT OF THE LAW									
	ocation of Occurrence								
{·	GRINDER								
Codes: V: Victim S: Suspect	DC: Discovered Crime	RP: Reporting	Party I:	: Involved	P: Pare	ent W	: Witness		
Code Name: Last, first, middle (Business Name)		T 0	Race	Sex	DOB				
II I SENIOR DEPUT	TY LANGEHENN	1G							
Height Weight Eyes H	air DL#	State	SSN#						
Address	City		State	Zip	Phone #				
Work Address (School if Juvenile)	City		State	Zip	Phone#				
SANTA BARBARA SHER	1775	1				C	Toward 2		
Vehicle Year Make	Model	Color	Style	License #		State	Towed ?		
Narrative: ON WED	NESDAY, JULY	27.20W	AT A	PPROX	TAMI	ELY			
1250 HOURS, SENI	and the state of t				FD CL	ASS	111		
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A MEMIORANDUM.	111110	UE TO TI	IIL CLI	<u>.SS'S]</u>	TINART	TTIX			
TO ANSWER THE QU	ESTION."WHA	T DOES SP	IRIT (OF THE	LAW	MEA	N.		
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OLTVT I C	IL LUC TUAN TO		Committee of the Commit	LV III	MULUI	IVAIN	<u> </u>		
WITH THE INTEN	IT OF THE LEGI	LSLATUR	E, THE	PRON	10110	N OF			
FATRNIESS AND TH	STICE AND NO	T SOLEL	YTNI	TTFR	AL CO	TIMPI	T -		

THE WORDS

EXAMPLE: OFFICERS ON PATROL WITNESS A YOUNG CHILD GOING TO AND FROM RESIDENCES.

SOURCE: LEARNING DOMAIN 5

Prepared by: ROSS 111-26

Arrest

Date: 07-27-16

Approved by:

Date:

	Arrest
	Offense
	Incident
74	Memorandum



Case #	
Reviewed by:	
111-21	

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	Incid	lent				C						ved by:		
74	Men	norandui	m		Law J	Enforc	ement	Aca	dei	my	11	1-21		
Occurred		· · · · · · · · · · · · · · · · · · ·				Description				TE 6 D 3		Code S	ection:	
		16/1726) то			CORE	VALI	<u>JES/</u>	<u>IN</u>	TEGR.	LIY			
Reported	: Day/Da	te/Time		Location of Occ										
				GRIND	<u>EK</u>									
Codes:		Victim	S: Suspect		covered	l Crime	RP: Re	oorting			Involved	P: Pare	ent W	: Witness
Code	Name:	Last, first, mid	ddle (Business N		VT 8181	T (Race	2	Sex	DOB		
	ZFIN	TOK	<u>DEPUTY</u>		<u>HENN</u>	10								
Height	V	Veight	Eyes	Hair	DL#			State		SSN#				
Address					City					State	Zip	Phone #		
											7:	DI		
S.V.V.I	iress (Sci	hool if Juvenil	•	TEE	City					State	Zip	Phone#		
JANI	ט א	<u>ITO DITO</u> _{Make}	<u>A SHER</u>	Model			Color		Style		License #		State	Towed ?
Vehicle Y	ear N	лаке		Iviouei			Color		Σίγι	=	License #		State	10wcu i
				4									V=====	L
Nar	rativ	ve:(()N	FRIDAY	JULY .	22.2	Ø16. A	TAPF	ROX	ΙM	NATEL'	Y 1720	8- 110UF	75, CL	ASS
111	WAG	S ASSI	GNED :	SIX MI	<u>EMOR</u>	ANDUM	NS. 01	VE 1	<u> </u>	REAC	HOF	THE CO	RE VA	LVES.
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RIG	HT	THING	WHEN	NOBO	I YC	5 LOO	KING	. IN	VTI	EGRT	TY IS	ADM	NITTI	VG TO
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MAJOK PAKT OF LAW ENFOKCEMENT. ME AKE EXLECTED TO BE THE HOW BIG COMMUNITY CAN MAY ENFORCE-LACKS INTEGRITY. WOULD MENT.

EXAMPLE: WHILE ISSUING A CITATION, OFFICER DANGO WAS BRIBED WITH \$100 NOT TO WRITE THE CITATION. OFFICER DANGO REFUSED THE BRIBE AND ISSUED THE CI

SOURCE: DICTIONARY COM

DAVIS 111-07

07-27-2016

Approved by:

Date:

	Arrest	
	Offense	
	Incident	
53	Memorandum	



Case # 111-04-16-16	
Reviewed by:	
111-21	

	Memorando	1111						•	1111			
Occurred: [Day/Date/Time			Description	:					Code S	ection:	
WED@	17-27-16125	SPIR	O TI.	FTH	1E	LAV	/					
Reported: Day/Date/Time Location of Occurrence												
			GRIN	DER								
Codes:	V: Victim	S: Suspect	DC: Di	scovered Crime	RP: Re	oorting	Part	ty I	: Involved	P: Pare	ent W	: Witness
Code	Name: Last, first, m	iddle (Business N	lame)				Race	е	Sex	DOB		
I	SENIOR	DEPU	Y LAN	GEHENNI	G					-		
Height	Weight	Eyes	Hair	DL#		State		SSN #		***		
Address				City				State	Zip	Phone #		
Work Addr	ess (School if Juven	ile)		City				State	Zip	Phone#		
SANTA	BARBA	RA SHE	RIFFS									
Vehicle Yea	ar Make		Model	!:	Color		Style	•	License #		State	Towed ?
			1									
Narr	ative: O	N WED	NESDA	Y, JULY 27,	2016,	AT P	P	PROX	IMATE	ELA 15 7	50 HO	URS,

Narrative: ON WEDNESDAY, JULY 27, 2016, AT APPROXIMATELY 1250 HOURS, CLASS III WAS ASSIGNED A MEMORANDUM ON THE DEFENITION OF THE SPIRIT OF THE LAW BY SENIOR DEPUTY LANGEHENNIG.

THE KEY WORD IN DESCRIBING THE SPIRIT OF THE LAW IS INTENT SPIRIT OF THE LAW IS AN INTERPRETATION THAT SEEKS TO UNDERSTAND AND IDENTIFY THE TRUE PURPOSE, AND INTENT OF THE LAW. JUST BEING ABLE TO QUOTE THE EXACT TEXT, AND YERBAGE OF A LAW IS NOT ENOUGH, WE MUST SEEK TO LEARN AND ENFORCE LAWS FOR THE REASONS THEY WERE WRITTEN TO ADDRESS.

EXAMPLE: THE SPEED LIMIT ON HIGHWAY 101 THROUGH SAN
LUIS OBISPO IS LS MILES PER HOUR. A MAN TRAVELING SOUTHBOUND
ON HIGHWAY 101 WAS FOLLOWING BEHIND A LARGE TRUCK, THE TRUCK
WAS HAULING HAY THAT WAS NOT COVERED. THE MAN SPED UP TO LAT
MILES PER HOUR TO GET AROUND THE TRUCK. TECHNICALLY THE
LETTER OF THE LAW WAS BROKEN. THE SPIRIT OF THE LAW BECAUSE
OF THE INTENT OF THE MAN WAS NOT VIOLATED.

SOURCE: SELF

RECRUIT BYWATER III-04

Prepared by:

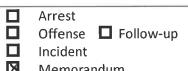
Date: 07-27-11-

Approved by:

Date:

☐ Arrest ☐ Offense ☐ Follow-up ☐ Incident ☐ Memorandum ☐ Law Enforcement Academy ☐ Incident ☐ Incident ☐ Incident ☐ Incident Inc									-18		
	i: Day/Date/Time			Description	1:	ADAE	TA 55	FF (3 T ADA	Code Se		0
TUES 107-26/16/138 TO USE OF REASONABLE FORCE TO EFFECT ARREST 835a P.C. Reported: Day/Date/Time Location of Occurrence											Ú
Reported: Day/Date/Time Cocarion of Occurrence GRINDER											
Codes		Suspect		covered Crime	RP: Reporting			Involved	P: Pare	ent W	: Witness
Code Name: Last, first, middle (Business Name) T SENIOR DEPUTY LANGEHENNIG											
Height	Weight Eye		TEITH E	DL#	State		SSN#				
Address				City			State	Zip	Phone #	_	
	The state of the s						State	Zip	Phone#		
SANT	dress (School if Juvenile) A RARBARA SHF	RIFFIS		City			State	_ Zip	riionew		
Vehicle	Year Make		Model		Color	Style	e	License #	',	State	Towed ?
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835	ia BY SENTO	R DEPUT	Y LA	NGLHENNIG	,						
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EFFE	CT ARREST, AN	IN PEACE	OFFI	CER WHO HI	AS REASONA	ARFI	t CAU	<u>2F 10 R</u>	<u>tl 1tVt</u>	<u> </u>	<u> 1 Ht</u>
PERS	<u>ION TO BE ARR</u>	RESTED F	IAS CI	DMMITTED	A PUBLIC	OFF	ENSE	U YAM	SE REAS	SUNABL	L
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OFFI	CER WHO MAI	KES OR A	ATTEM	PTS TO MA	KE AN ARRI	EST	NEED	NOT R	ETREAT	OR DE	3131
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THE	PERSON BEIN	VG ARRE	STEDi	NOR SHALL	_ SUCH OF	IC	ER BI	E DEEM	<u>ED AN A</u>	AGGRE	<u> SSOR</u>
ORI	OSE HIS RIG	HT TO S	ELF-D	EFENSE BY	THE USE C)FR	REASON	VABLE F	ORCE T	O EFFE	CT
THE	ARREST OR	TO OVER	RCOME	RESISTA	NCE."						
	EXA	MPLE:	A POL	ICE OFFICE	R WAS ARR	ES	TING	A WAN	TED PER	1.N02	OVRING
THE	ARREST THE P	ERSON (CHARG	ED AT THE O	FFICER AN	DAT	TEMP	TED TO	SUBDUE	HIM.	THE
OFFT	CER WAS ABLE	TOPATI	N CON	TROL OF THE	PERSON BY	STR	RIKIN	I MIH 2	NTHEL	OWER	BODY
AREA	WITH HIS BAT	OTHM NO	CH CAUS	SED THE PER	SON TO STOP	RES	21211	NG THE	ARREST		
	SOUR	RCE: 201	6 CAI	IFORNIA P	ENAL CODE	8)					
Prepar RECRI	ed by:		W. J 1 40	Date:	Approved by:					Date:	





Prepared by:
RECRUIT FURBER III-10



Case #	
Reviewed by:	
111-17	

Date:

	Inci] Follow-u um	р	HANCOCK COLLEGE Law Enforcement Academy				Revi	111-10-16-19 Reviewed by: 111-17					
	: Day/C	Date/Time					Description	TT OF	- T -\	E 1	_AW	- Ar	Code	Section:	
		Date/Time			RIN										
Codes		': Victim	S: Suspec			cover	ed Crime	RP: Re	oorting	Part	-	: Involved	P: Pai	rent W	/: Witness
Code		ENTOR	'			IGE	HENN.	IG		Nace		Jex	000		
Height		Weight	Eyes	Hair		DL#			State		SSN#				
Address						City					State	Zip	Phone #		
Work Ad	•	School if Juve	RA SHER	RIF	F	City					State	Zip	Phone#		
Vehicle \		Make			Model			Color		Style	9	License #		State	Towed ?
Nar	rat	ive:()	N WED	NE	Ad2.	Z,Y	ULY 27	7, 2016	, AT	A	PPRO	MIX	ATELY	1250	""
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		SOURCE: LEARNING DOMAIN 5 "CRIMINAL LAW"													

Date: 01-21-16

Approved by:

	orrest Offense Follow-up Incident Memorandum		ALLAN HANCOCK COLLEGE Law Enforcement Academy Description: Case # PRE ACA Reviewed by:						
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Reported: Da	ay/Date/Time	ocation of Occu	rrence	101 101111	10 02 7.1				
		GRIN						-	
	V: Victim S: Suspect ame: Last, first, middle (Business Na		covered Crime	RP: Reporting	Race	I: Involved Sex	P: Par	ent v	V: Witness
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Height	Weight Eyes	lair	DL#	State	SSN#				
Address			City		State	Zip	Phone #		
Work Address	s (School if Juvenile)		City		State	Zip	Phone#		
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Vehicle Year	Make	Model		Color	Style	License #		State	Towed ?
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Narra	itive: ON SAT	JRDAY	APRIL I	6 OUR	CLAS	S WA	5		
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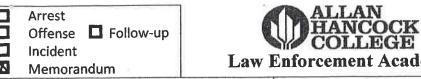
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Of Inc	rest fense	р	Law Enforce	LLAN IANCOCI OLLEGI ement Aca	Reviewed by:	Case CADEMY Reviewed by:			
Occurred: Day/			Description				ode Section:		
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Reported: Day/	Date/Time	Location of the	INDER		8	2			
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I	e: Last, Wrst, middle (Business	Name)			Race 5	Sex DOB		- Interior	
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	LICE ACADEM	Y	City		State 2	Ip Phoneli			
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repa .			Date:	Approved by:	***		Date:		

☐ Arrest ☐ Offense ☐ Follow-up ☐ Incident ☑ Memorandum		ALLAN HANCOCK COLLEGE Law Enforcement Academy Case Revie					
Occurred: Day/Date/Time	Descript		TICUDANCEN	Code Section:			
W7 / 21/2016/723/ TO Reported: Day/Date/Time	Location of Occurrence	PEKITUS LOT, NO I	IVSUIGHILE				
	PARKINGLET						
Codes: V: Victim S: Suspect		RP: Reporting Pa	irty I: Involved	P: Parent W: Witness			
Code Name: Last, first, middle (Business N	láme)		ace Sex	DOB			
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Helght Eyes Eyes	Hair Dt#	State	SSN#				
Address	City		State Zip	Phone #			
And the state of t							
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FIND IT AND WAS	GIVEN A MEMO						
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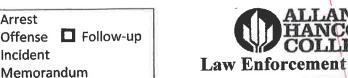




Case #

ä	Offense		Follow-u	р	HANCOCK III-O							9.16.7		
	Incident Memoral	ndur	m		Law l	Enforce	ement	Acad	lemy	111	m-com-useno			
	Day/Date/Time					Description		.010			Cod	de Section:		
111	Day/Date/Time		510	Location of Oc	currence	IIM	E KEE	PEK	, , , , , , , , , , , , , , , , , , ,		!_			
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Code	DETECT	-	ddle (Business	•					Rate	JEX	000			
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SAN	TA MAR	LIA	P.D									-		
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I WAS ASSIGNED A MEMORANDUM FOR NOT WRITING														
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WHAT? ASSIGNED														
IT'S IMPORTANT TO KEEP TRACK OF YOUR DAILY EVENTS.														
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Case # - 111-09 - 16-3	,		
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		niddle (Business Nam	3.77	MATE		Rac	е	Sex	DOB	
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Occurred: Day		то			Description	MAI	ive			7 4	Code	Section:	
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Height	Weight	Eyes	Hair	DL#			State		SSN#				
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Work Address	(School if Juveni	ile)		City					State	Zip	Phone#		
Vehicle Year	Make		Model			Color		Style	e	License #		State	Towed 7
			=13)==1===							,			
Narrative: ON SATURDAY, APRIL 16, 2016 I WAS ASKED BY MY													
RTO TO STATE THE TOTAL NUMBER OF LEARNING DOMAINS, I FAILED													
THE ANSWER AND WAS ASSIGNED A MEMORANDUM FOR NOT KNOWING													
THER	THERE WERE & LEARNING DOMAINS. 142 But 14												
		42								1 1		JAS P	SEEN
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EXAMPLE: ITS IMPORTANT TO KNOW INFORMATION.													
COPS CANT GO AROUND FORGETING VITAL INFORMATION:													
VENCE OFFICERS JOUR DE													
LEACE OIL													
SHORT USE (6)													
Jeger													
Prepared by:				Date: 7-19	7-16	Approv	ved by:		À			Date:	